



## FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

### OFFICE TECHNICIAN (TYPING) (JC-39073)

**No Need to Send a Duplicate Application if one had been submitted After 10/12/16 Release Date**

<b>SALARY RANGE</b>	<b>\$2809 - \$3515</b>
<b>TENURE/TIME BASE</b>	<b>Permanent, Full Time</b>
<b>PROGRAM/DEPARTMENT</b>	<b>General Services/Housekeeping Dept.</b>
<b>FINAL FILING DATE</b>	<b>**November 18, 2016</b>

**DESCRIPTION OF DUTIES:** Under the direction of the Custodian Supervisor II, is responsible for performing all clerical duties, operating various office machines, etc., for the Housekeeping Dept. This position requires that the employee possess the ability to adapt to various situations, to spell correctly, use good English and make arithmetical computations. Employee must have the ability to be cooperative and courteous at all times. Must perform the following: Maintains and records timekeeping, updates, schedules and tracks training records for employees; keeps records of due dates for probationary and annual individual performance plans (IDP); takes meeting minutes, messages, answers phones, informs personnel of events, meetings, training, maintains all Safety Data Sheet (SDS) binders, orders janitorial supplies and services from vendors or contractors, assists in keeping track of inventory, maintains, purges, and updates files; provides clerical relief coverage for other areas under the General Services Department.

**WHO MAY APPLY:** Candidates with list, transfer and reinstatement eligibility for the classification. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to State Restriction of Appointment (SROA), Surplus and Re-employment List Procedures, pre-employment physical and fingerprint clearance. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the California Department of Human Resources website [www.calhr.ca.gov](http://www.calhr.ca.gov). **Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

**TYPING CERTIFICATE MUST BE ATTACHED OR YOUR APPLICATION WILL NOT BE CONSIDERED.**

**PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:**

FAIRVIEW DEVELOPMENTAL CENTER  
TESTING OFFICE, ROOM 211  
2501 HARBOR BLVD.  
COSTA MESA CA 92627  
(714) 957-5255

**IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.**

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

CLASSIFICATION TITLE: OFFICE TECHNICIAN (TYPING)  
RELEASE DATE: 10/12/2016